



**City of Annapolis**  
**Finance Department**  
**160 Duke of Gloucester Street**  
**Annapolis, MD 21401**

Timothy E. Elliott, Director

finance@annapolis.gov • Phone 410-263-7952 • Fax 410-263-7529 • TDD 410-263-7943 • www.annapolis.gov

**FY 2007 Grants and Contributions Program Application**

Submit the original and nine copies of the application form and attachments to the Finance Department at the above address. **The application must be received by 4:30 p.m., Friday, January 13, 2006.**

Applicant Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Project Name \_\_\_\_\_

Project Location (Address) \_\_\_\_\_

Briefly describe the project in 50 words or less:

Does your organization have a current grant from the No Yes What amount? \$ \_\_\_\_\_

What is the project funded by the grant? \_\_\_\_\_

Total FY 2007 grant requested from the city \$ \_\_\_\_\_

Total value of the organization's or community's contribution \_\_\_\_\_

Total project cost (add two lines above) \$ \_\_\_\_\_

*The signor declares that he/she is the elected Chairperson or President of the applicant organization, assures that a majority of members of the organization's governing board have voted to undertake this project, and any funds received as a result of the application are used only for purposes set forth herein.*

Printed name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**1. Organization Description**

Briefly describe how long your organization has been of service to the local community, its primary mission, and services provided.

**2. Project Information**

A. What problem or opportunity will be addressed by this project?

B. What do you plan to do about the problem or opportunity and what is the goal or tangible product that will result when the project has been completed?

**3. Organization/Community Involvement**

How were members of the neighborhood and/or your organization involved in selecting and planning the project?

**4. Other**

Add any other information which you believe the reviewer should know about your proposed project.

5. PROJECT BUDGET (2 pages)

Shaded gray area are examples.

| A<br>Item Description | B<br>Total Cost | C<br>City Grant Funds | D<br>Organization<br>"In-Kind" | E<br>Organization<br>Cash Match | F<br>% Cash<br>Match Secured | G<br>Other Sources Not<br>Considered Match |
|-----------------------|-----------------|-----------------------|--------------------------------|---------------------------------|------------------------------|--|
|-----------------------|-----------------|-----------------------|--------------------------------|---------------------------------|------------------------------|--|

PERSONNEL

|                              |         |         |  |         |          |  |
|------------------------------|---------|---------|--|---------|----------|--|
| Project Coordinator 6 months | \$6,000 | \$2,000 |  | \$4,000 | .1 = 10% |  |
|                              |         |         |  |         |          |  |
|                              |         |         |  |         |          |  |
|                              |         |         |  |         |          |  |
|                              |         |         |  |         |          |  |
| Subtotal Personnel           |         |         |  |         |          |  |

SUPPLIES / EQUIPMENT / MATERIALS

|  |         |         |  |  |  |  |
|--|---------|---------|--|--|--|--|
| 30 Street trees - purchased from nursery | \$1,500 | \$1,500 |  |  |  |  |
|  |         |         |  |  |  |  |
|  |         |         |  |  |  |  |
|  |         |         |  |  |  |  |
|  |         |         |  |  |  |  |
| Subtotal Supplies/Equipment/Materials    |         |         |  |  |  |  |

5. PROJECT BUDGET (2 pages)

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|-----------------------|-----------------|-----------------------|--------------------------------|---------------------------------|------------------------------|--|
|-----------------------|-----------------|-----------------------|--------------------------------|---------------------------------|------------------------------|--|

SERVICES

|                     |         |  |         |  |          |  |
|---------------------|---------|--|---------|--|----------|--|
| Landscape Architect | \$2,000 |  | \$2,000 |  | .1 = 10% |  |
|                     |         |  |         |  |          |  |
|                     |         |  |         |  |          |  |
|                     |         |  |         |  |          |  |
|                     |         |  |         |  |          |  |
| Subtotal Services   |         |  |         |  |          |  |

CONSTRUCTION / CAPITAL

|  |         |  |         |  |  |  |
|--|---------|--|---------|--|--|--|
| Plant trees (20 volunteers x 7.5 hrs x \$10) | \$1,500 |  | \$1,500 |  |  |  |
|  |         |  |         |  |  |  |
|  |         |  |         |  |  |  |
|  |         |  |         |  |  |  |
|  |         |  |         |  |  |  |
| Subtotal Construction / Capital              |         |  |         |  |  |  |
| GRAND TOTAL                                  |         |  |         |  |  |  |